

Honorary Degree Procedures**Approved by Senate February 6, 2023
S23.16****Nominations**

Nominations for Honorary Degrees may be submitted at any time during the year.

The Secretary to the Senate Committee on University Honours (SCUH) shall annually issue an invitation for the university and broader community to submit nominations for Honorary Degrees. The call for nominations will encourage nominations that reflect the social and cultural diversity of Canada as well as the academic diversity of the university.

SCUH determines the format that nominations are expected to follow and the specific information required within the nomination. Normally, the nominations must include:

- a. the name of the nominator (s) and their relationship, if any, to the nominee
- b. description of the manner in which the nominee has met the eligibility criteria set out in the policy
- c. the nominees' connection to SFU or the province of British Columbia (if applicable)
- d. how the nominee personifies SFU's values
- e. other supporting documentation such as news articles, publications and links to online information (not to exceed 10 pages)

Nominations for an honorary degree are considered confidential, and under no circumstances should the nominee be informed that they are being nominated for an honorary degree.

Letters of support should not be included in the nomination package.

Selection

After the closing date of the call for nominations, the Secretary to SCUH will review all applications to ensure they meet the eligibility criteria set out in the policy and develop a list of candidates that will be considered for an honorary degree. Any concerns about eligibility will be referred to the Chair of SCUH.

SCUH members will be asked to review all files and provide a ranking of those nominated.

Nominations will be reviewed using the criteria set out in the policy.

In addition, members of SCUH will consider:

- whether the nominee's achievements, contribution, service, or leadership to the community are extraordinary and inspirational and have had a transformative impact; and
- why SFU, in particular, should confer an honorary degree on that nominee, including whether the nominee has a past, current, or potential connection to the values, teaching, research, or community service priorities of the University.

At the first meeting of SCUH, the tallied rankings will be reviewed, each case reviewed and a longlist established.

Long-listed nominations will then be assigned to members of SCUH with the purpose of validating information contained within the nomination package against publicly available information and determining if crucial information was omitted from the nomination package. The written assessments will be shared with the Secretary of SCUH will add the information to the nomination packages.

Prior to second meeting SCUH members will review the additional information and complete a second ranking of the long-listed nominees.

At a second meeting the additional information and rankings will be discussed and SCUH will finalize the list of nominees that will be presented to Senate for confirmation.

In developing the list of nominations for an honorary degree, the SCUH shall endeavor to recognize:

- individuals with diverse backgrounds and fields of endeavour;
- individuals with a diversity of breadth of impact (provincial, national, and international); and
- both established and emerging leaders.

Senate shall receive information about each nominee for an honorary degree including the reason(s) for nomination, the recommended degree and background information on the nominee. The name of the nominator will not be included in the Senate materials. Senate will approve honorary degree recipients during the closed session of a Senate meeting, using a simple majority vote.

Each approved nomination shall remain valid for a period of three years.

If more than one year has elapsed since Senate approved a nomination, SCUH will review the nomination to determine if there have been material changes to the nominations (i.e., something has happened since approving the honorary degree that may change the decision of SCUH or Senate to award the degree).

Confirmation of Honorary Degree recipients

The President shall contact the nominees that were approved by Senate and inform them that the University wishes to award them an honorary degree.

The President shall determine which convocation ceremony each approved honorary degree recipient shall attend.

If an intended recipient declines the offer of an honorary degree, the President may select another approved nominee to receive an honorary degree.

When the nominee agrees to receive an honorary degree, they will receive a copy of their nomination package to review, with the nominator details redacted, to ensure the submission is accurate and that it does not contain any material misrepresentations. The intended recipient will be asked to indicate in writing that the nomination is accurate and that there is no additional information that the university should be aware of in its consideration of the honorary degree.

If material misrepresentations are found or the intended recipient shares additional information that should have been considered by SCUH or Senate, the President will determine if the misrepresentation or additional information is related to the reasons the honorary degree was granted, and if so shall inform SCUH who will determine if the degree should be granted or if the offer of an honorary degree should be withdrawn.

Nominations of more than one individual (or a group) for an honorary degree.

In exceptional situations the University will accept honorary degree nominations that encompass more than one individual.

In the assessment of a nomination for an honorary degree that includes more than one person, the nomination must demonstrate the achievements are shared amongst the individuals, and that achievements are not mainly the result of one person

When more than one individual is awarded an honorary degree, they will receive the honorary degree together at one convocation ceremony. Each individual shall receive an honorary degree parchment with their name.

Confidentiality of Process

All deliberations of the SCUH and Senate must be kept strictly confidential, and any lists arising from such deliberations must be treated confidentially by the body or persons in receipt of such lists.

Procedure Review

SCUH will review procedures annually and make necessary adjustments to ensure a fair and thorough process.